



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

SECNAVINST 4100.9  
ASN(I&E)  
26 February 1999

SECNAV INSTRUCTION 4100.9

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY (DON) SHORE INSTALLATION ENERGY  
MANAGEMENT PROCEDURES AND POLICY

Refs: (a) National Energy Conservation Policy Act, as amended  
(Title 42, U.S. Code, Section 8251 et seq.)  
(b) Executive Order 12902 of 8 Mar 94  
(c) DoDI 5126.47 of 2 Dec 85 (NOTAL)  
(d) SECDEF Energy Policy of 10 Nov 97 (NOTAL)  
(e) Executive Order 13010 of 15 Jul 96, as amended  
(Critical Infrastructure Protection)  
(f) DoDI 4170.10 of 8 Aug 91  
(g) DEPPM 92-1 of 14 Jan 92

1. Purpose. To establish policy, assign responsibilities, and prescribe procedures for the formation and execution of a Department of the Navy Energy Program for shore installations and related appurtenances.

2. Applicability and Scope. This instruction applies to all Navy and Marine Corps organizational elements and covers all matters related directly to shore facilities energy management.

3. Background. With the passage of reference (a), the issuance of reference (b), and the advent of the President of the United States Global Climate Change initiative, new and challenging requirements have been placed on DON to develop and implement changes in shore facilities energy management. This comes at a time when budget and manpower reductions place a strain on the DON energy program. These circumstances highlight the need for a centrally managed energy office for the DON. Implementation of this instruction will insure that the shore facilities energy needs of all DON elements are met in a timely and cost-effective manner.

4. Assignment of Responsibilities

a. The Assistant Secretary of the Navy(Installations and Environment) (ASN(I&E)) will be responsible for all DON shore energy programs, and functions worldwide. The ASN(I&E) will:

(1) Issue policy for the management of all shore energy related matters worldwide.

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(2) Coordinate all major DON initiatives involving energy-related matters with the Office of the Secretary of Defense (OSD), Department of Energy (DOE), General Services Administration (GSA) and other Federal agencies.

(3) Approve annual plans and budgets for execution of the DON energy program.

(4) Keep the Secretary of the Navy informed on all energy related matters.

b. Executive Agent and Department of the Navy Shore Energy Office (DONSEO). The ASN(I&E), the SECNAV executive agent for all shore energy matters, may issue appropriate instructions and directives that apply to all DON activities. As executive agent, the ASN(I&E) delegates to the Deputy Assistant Secretary (Installations and Facilities) (DASN(I&F)) responsibilities for the management of the DONSEO, to assist the ASN(I&E) in his/her role as executive agent.

c. DASN(I&F). The DASN(I&F) shall perform the following functions with the assistance of an adjunct staff as provided for within this instruction:

(1) Establish a DONSEO Policy Board to consider and recommend DON policy and legislative proposals to the Executive Agent for approval. The Board will be comprised of representatives from Assistant for Administrative to the Under Secretary of the Navy (AAUSN), Chief of Naval Operations (CNO), Commandant, U.S. Marine Corps (CMC), Chief of Naval Education and Training, Commander in Chief, U.S. Atlantic Fleet, Commander in Chief, U.S. Pacific Fleet, Commander, U.S. Naval Forces Europe, and Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM).

(2) Develop and put forward all legislation related to shore facilities energy matters.

(3) Keep the Secretary of the Navy informed on all energy matters as they relate to shore facilities.

(4) Resolve all issues related to shore facilities energy matters in dispute between, or affecting, DON activities, other military services, or other Federal agencies.

(5) Brief the Executive Agent semi-annually on DON shore facilities energy and energy-related matters.

(6) Consult with and provide required staff support for the Executive Agent on Congressional interest issues.

(7) Insure all DON shore facilities energy matters and requirements, within the guidelines of references (a) through (e) are processed in a timely and efficient manner.

(8) Develop and update a 5-year plan for the development of renewable and other energy resources.

(9) Prepare DON Shore Facilities Energy Program Budgets and submit them with annual execution plans to the DASN(I&F) for review and approval.

(10) Manage DON energy program funds and provide quarterly budget and expenditure summaries to the Executive Agent.

(11) Aggregate DON energy utilization data, and provide annual reports to the Executive Agent.

(12) Insure all subordinate commands within the DON are kept fully informed of plans and actions related to shore facilities energy matters.

(13) Prepare and submit shore facilities energy instructions and directives to the Executive Agent for review and approval.

d. CNO. The CNO will be responsible for making all Navy commands and activities aware of the contents of this instruction. In addition, the CNO shall:

(1) Designate an individual to act as a representative on the DONSEO Policy Board.

(2) Designate the Public Works, Utility code within COMNAVFACENGCOM to act as adjunct staff to the DONSEO Office for Energy Projects and Reporting. This code shall be responsible for utility system privatization, energy project identification, energy project execution, (except public/private venture (PPV) projects, Department of Defense-funded Marine Corps Energy Conservation Investment Program (ECIP) projects, renewable energy projects, and those specifically excluded by the DASN(I&F)) and energy reporting. In addition, this code will be responsible for all activities related to energy training and awareness within the DON. This code shall also be responsible for planning and executing the annual DON energy awards program.

(3) Designate a person from within COMNAVFACENGCOM to be responsible for energy program/project financial analysis. This person shall serve as adjunct staff to the DONSEO.

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(4) Designate an individual code from COMNAVFACENGCOM Contracts Office (NAVFACCO), Seabee Logistics Center, Port Hueneme, CA, as the energy shore facilities contracting officer. This code shall perform the duties of adjunct staff to the DONSEO and shall be responsible for required contracting in support of shore facilities energy program.

e. CMC. The CMC will be responsible for making all Marine Corps elements aware of the contents of this instruction. In addition, the CMC shall:

(1) Designate an individual to act as a representative on the DONSEO policy board.

(2) Designate a code to perform the duties of adjunct staff to the Director, DONSEO.

(3) Be responsible for energy project execution of Operation and Maintenance, Marine Corps (OMMC) funded and DoD-funded Marine Corps ECIP projects.

f. Geothermal Programming Office. The Director Geothermal Programming Office, Naval Air Weapons Station, China Lake is designated as manager of the DON Office for Renewable Energy Resources and Shore Facilities Energy Research and Development. This office shall be funded by revenues generated from the geothermal program at China Lake or by other sources generated by the use of natural resources. This person shall:

(1) Perform the duties of adjunct staff to the DONSEO and shall be responsible for executing renewable energy projects and natural resource energy development.

(2) Be responsible for executing energy projects using the public/private venture capital mechanism as directed by the DONSEO.

(3) Coordinate all Shore Facilities Energy R&D activity.

## 5. Policy.

a. All utility systems (electric, water, wastewater, and natural gas) shall be privatized by September 30, 2003, except those needed for unique security reasons or when privatization is uneconomical.

b. DON elements shall implement aggressive plans to make private capital available to attain DON shore facilities

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energy goals established by references (a) through (g). Private capital shall be used to the maximum extent it is available and it is the most advantageous funding choice. Sources of such capital include: Energy Savings Performance Contracts (ESPC), PPV Capital Contracts, and Utility Demand-Side Management (DSM) programs.

c. Energy-related natural resources shall be aggressively developed in a manner that protects the military mission of shore installations and provides cost savings or other benefit to the DON.

d. The DON Shore Energy Program shall, to the maximum extent practicable, be funded from savings and revenue generated from development of energy-related natural resources.

e. The DON shall, when appropriate, participate with the OSD and other Department of Defense agencies in the acquisition of natural gas, water, electricity and any other commodities to reduce energy facility costs.

f. Energy security and vulnerability requirements shall comply with references (e), (f) and (g).

g. DON elements shall implement aggressive energy conservation awareness programs that stress the importance of energy conservation management and educate all personnel in prudent and appropriate energy conservation techniques. They shall practice those techniques in the performance of their duties.

h. All DON contractors using government-owned facilities shall be required to comply with DON energy use and management policies as a condition of contract award.



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